

Position: Substance Abuse Counselor  
Department: Juvenile Detention Center  
Supervisor: Facility Director  
Supervises: No One  
FLSA Status: Exempt

### **Position Summary:**

This position is located within the Sac and Fox Nation Juvenile Detention Center. The purpose of this position is the counselor will assist the administrative staff in maintaining the guidelines of the program policies and procedures of client treatment. The counselor will provide and maintain quality helping services to outpatient individuals, families and groups and will assist them in their attempts to reach individual treatment goals.

### **Duties and Responsibilities:**

- Establish, implement, maintain and coordinate treatment aspects of the overall program.
- Responsible for maintaining up to date client records and other appropriate documentation of client care.
- Provide assessment and evaluation for individuals seeking treatment to include, but not limited to client intake information, i.e. physical, social and psychological history, diagnosis and individual treatment plans.
- Orient clients to the treatment program.
- Assist other staff members with all components of client case management.
- Monitor and provide necessary program reports for program evaluation.
- Provide crisis intervention and informational services as required.
- Assist other staff in providing substance abuse awareness and community education.
- Seek and use collateral/family support in client treatment. Provide needed referral services to families.
- Have valid Oklahoma driver's license and good driving record.
- Treat all clients with respect and maintain a cooperative attitude with other employees to facilitate quality patient care. Must maintain effective working relationship with employees and supervisory staff of the facility, with tribal officials and other visitors to the facility.
- Perform other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Must have the ability to effect behavioral change through a wide range of treatment modalities, the ability to emphatically provide teaching, training, and counseling with patience and understanding of the problems associated with substance abuse. Must have a helping attitude and understanding of the problems of the substance abuser. Must have extensive knowledge of the disease of substance abuse and its treatments. Must possess an understanding of special populations including sensitivity to the Native American culture.

**Education and Experience:**

The Counselor will have a minimum of 120 hours of socialized training in the field of substance abuse treatment, two (2) years of college training/education and two (2) years of full-time experience as a counselor. Must have CADC or be working toward ODAPCA certification of ICADC. Must successfully pass and OSBI/National background check.

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Printed Signature of Employee

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Employee's Signature

Date

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Supervisor's Signature

Date